

**Policy: AD-06-50**

**Policy Title: Environmental Controls**

**Policy Purpose: Establish and implement standardized environmental control procedures**

**Implementation Date: 10/31/2006**

**Revision Date: N/A**

## **TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **ENVIRONMENTAL CONTROLS**

Purpose – Establish and implement standardized environmental controls for Westfield Public Works Department (WPWD). These measures are supplemented by the WPWD Comprehensive Safety Program's Job Hazard Analysis Section (See Section B 1-1).

#### **Procedures**

1. Recognition, evaluation and control of hazardous environmental factors located in Westfield Public Works workplaces will be performed to mitigate the impact of hazards such as air pollution, temperature extremes, air pressure and toxins in the air and water. A Job Hazard Analysis (JHA) will be used to recognize, evaluate and control these hazards. This JHA has been designed to:
  - Survey and identify hazards and their sources to the Westfield Public Works (WPW) workforce.
  - Meet the Personal Protective Equipment needs and requirements of the WPW workforce.
  - Ensure compliance with 29 CFR 1910 Subpart I; 132(d)(1)(2) - Personal Protective Equipment.
  - Ensure compliance with 29 CFR 1910.119 - Process Safety Management.
  - Minimize the potential for accidents at all WPW facilities and/or jobsites.
2. Supervisors will incorporate input and feed back from the workforce; verify that the JHA has occurred by signing and dating it; then take corrective action to eliminate the hazard with: engineering controls, administrative controls or usage of Personal Protective Equipment (PPE).
3. Job Hazard Analysis will examine the general conditions in which the job is being done by breaking the job down into steps. Each step describes the actions of the job as it is performed. List each step of the job in order of occurrence as it is being performed. Each step is examined to find and identify environmental hazards or conditions that could lead to an accident. Examine the eight (8) hazard categories that may be a part of the job process:
  - Impact Hazards
  - Compression Hazards
  - Chemical Hazards
  - Penetration Hazards

- Heat Hazards
- Light Radiation Hazards
- Harmful Dust Hazards
- Biologic Hazards

4. After listing the hazards, review the JHA with the workforce performing the job. Videotaping the job or taking pictures using a digital camera can contribute in this review. Determine whether the job could be performed another way to eliminate the hazards - combining steps or changing the sequence by:

- Engineering the hazard out of the operation. Examples would include the use of a ventilation system to reduce the concentration of a contaminant. Emplacement of barriers between the employee and the health hazard point of origin, or automating the job task like an assembly line.
- Provide personal protective equipment such as – eye wear, foot gear, aprons, gloves, face shields, and/or welders helmets.
- Developing administrative controls such as – alternating job assignments or job rotation to minimize the potential for repetitive motion or cumulative trauma injuries and disorders. Contract the hazardous work out to some firm that specializes in working with the hazardous situation.



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